



# PARENT HANDBOOK

## 2020-2021

Virtual (9/28/20-11/6/20)

In person tentative (11/10/20)

**GREAT FUTURES START **HERE.****



**BOYS & GIRLS CLUB  
OF LODI**

**EVERYONE MUST ACKNOWLEDGE THAT THEY HAVE RECEIVED THIS HANDBOOK**

**ACKNOWLEDGEMENT LINK LOCATED ON THE FINAL PAGE.**



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## **Welcome to the Boys & Girls Clubs of Lodi's LEAP**

At the Boys & Girls Club, we provide those youth that need us most with a safe place to learn and grow with caring adult professionals. We serve youth from 6<sup>th</sup>-8<sup>th</sup> grades at Thomas Jefferson Middle School in a licensed childcare program. **AFTER SCHOOL SERVICES WILL BE OFFERED VIRTUALLY ON 9/28/20-11/6/20 AND IN PERSON (TENTATIVELY) ON 11/10/20 WHICH WILL BE OFFERED AT THE SCHOOL.**

As you may know Lodi's Enrichment Afterschool Program (LEAP) is offered through a NJDOE 21<sup>st</sup> Century Community Learning Centers grant that was awarded to the Boys & Girls Club of Lodi with Lodi Public Schools as a key Partner. Through this grant we are able to provide your child(ren) with a comprehensive high quality after school program that is free of cost to your family.

LEAP staff consist of people with various backgrounds including school day teachers, college students, and community members. All staff members are thoroughly screened and extensively trained. Among the training requirements (First Aid and CPR )consists of at least 12-hours of training courses for all staff annually. The BGC strives to maintain a 15:1 ratio of youth to adult staff.

### **21st Century Community Learning Center (21st CCLC) overview.**

The 21st Century Community Learning Center is a federally funded program supported by the New Jersey Department of Education for out-of-school time programs in New Jersey, which include afterschool and summer.

### **What is the 21st Century Community Learning Centers Program (21st CCLC)?**

Under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001, effective FY 2003, the 21st Century Community Learning Centers (21st CCLC) programs are defined as centers that offer academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session. The primary goal of the 21st CCLC Program is to supplement the education of children who attend low-performing schools and live in high-poverty areas with academic, artistic and cultural enrichment during out-of-school time hours, so that they may attain the skills necessary to meet state core curriculum content standards. In addition, the centers must offer literacy and other educational services to the families of the participating students.

### **Our Mission Statement**

**LEAP offers a unique out of school educational experience for Thomas Jefferson Middle School students, by providing school district aligned academic support along with hands-on enrichment activities.**

## **Understanding the handbook**

As you know this school year we will be starting virtually with hopes to transition to in-person programming on 11/10/20. To better help you interpret the sections that are exclusively for Virtual Programs you will find those sections headings highlighted in green.

### **I. PROGRAM PLAN**

Mission of the Boys & Girls Clubs of Lodi & Hackensack

To enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.

#### **Goal of the Boys & Girls Club:**

- To provide a structured, safe, and fun environment, where all members can be engaged in activities that meet each of their needs and interests.

#### **Program Goals of the Boys & Girls Club**

- Physically and emotionally safe and sanitary environment.
- Promote healthy development by partnering with the Community Foodbank of NJ and its Kids' Café Program.
- Nurturing and being emotionally supportive for children.
- Meeting the needs of all youth, including those with special needs.
- Encourage independence according to each youth's needs.
- Provide opportunities for youth to have quiet time, art education, recreational games, academic enrichment, impactful programming, exercise and cultural awareness;
- Promote self-discipline and guidance
- Allow interaction with people of diverse backgrounds, ages, abilities and cultures
- Provide a balance of youth-directed and staff directed activities

#### **To provide experiences, interactions and activities to aid each youth's development in the following areas:**

- Social
- Emotional
- Cultural
- Creative
- Nutrition, self-care
- Fine/Large Motor Skills
- Cognitive thinking
- Problem Solving / Conflict resolution

#### **To provide staff that will:**

- Treat youth with dignity and respect
- That is educated, consistent, well trained and patient
- Utilize developmentally appropriate methods in response to youth's behaviors
- Respect youth as individuals

- Understand that physical abuse, verbal abuse or neglect of any individual within or outside the BGC is strictly prohibited

**To encourage open, frequent communication between parents and staff by;**

- Sending monthly newsletters / Emails.
- Inviting parents to view student showcases.
- Providing verbal incident and behavior reports when necessary.

**Individual and diverse needs of children**

All children are unique. All children have diverse needs. The BGC will work to include all children in our program pursuant to the ADA act. Unfortunately, our staff and resources do not allow us to keep all youth in our program. Moreover, it would be detrimental to the children we serve as well as those children, that we may ask your child to leave our program to offer services that we cannot serve competently, properly or adequately. Therefore, the BGC has adopted the following policy.

- The parent/guardian is responsible for arranging a meeting with the Program Director prior to registration to discuss the youth's unique needs. If the Program Director feels that the Club can adequately serve the youth, the family will be allowed to register the youth.
- If the youth has been registered in our program and **1)** it is later determined that the child should not be in the program **2)** it is later determined that we cannot competently, properly or adequately meet the needs of such youth or **3)** it is later determined that such child's enrollment in our program poses an unreasonable risk of emotional or physical harm to our staff or other children enrolled in our program, then the Youth Development Professional or other staff having knowledge of the forgoing shall communicate such facts with the Program Director. The Program Director or designee shall conduct an appropriate investigation and refer the matter to the CEO who in turn shall make the final determination.
- If children are dismissed from our program based on this policy, this fact shall be communicated orally to the parent or guardian by the Program Director. The Program Director shall take the opportunity to explain why the youth was dismissed from the program and explain to the parent how our current discipline and positive guidance policies and procedures were followed. The Director shall confirm his/her conversation in writing and provide the parent or guardian with a copy of this policy.
- Any decision approved by the CEO pursuant to this policy shall be final. There is no right of repeal. No youth who has been removed from this program shall later be accepted into our program without the expressed written permission of the CEO.

**Shared Custody**

The Boys & Girls Clubs of Lodi & Hackensack understand that family structures are unique, and we will try our best to work with and accommodate families as much as possible. However, the BGC cannot be put into a position of moderating disputes. This applies even when the Court's order grants joint, shared or whole custody. It is the Boys & Girls Clubs of Lodi' Leap policy to strictly follow any court orders that are presented to us. Under no circumstances will the Club stop a biological parent from picking up a child unless a court order has been given to the Program Director stating it in writing. We will not accept a phone call or written letters from parents regarding custody issues that do not involve court orders.

It is the policy of the Boys & Girls Clubs of Lodi & Hackensack that no person under the age of 18 is legally permitted to sign out a child under the age of 13 in this Licensed Child Care Program. If you believe signing your child out daily will be a challenge, we strongly encourage that you complete and sign the permission slip to walk home.

## **Food and Nutrition**

All children who attend our in-person program are provided with nutritious snacks. Snacks will be served daily at 3:05pm and will end around 3:35pm.

If youth have a medical condition that prohibits him/her from having a component required by the Dept. of Agriculture, it is the parent's responsibility to inform us on the **Food Allergy Form.** This can be found in the registration packet.

## **Dress Code**

Students are required to stay in their school uniforms/ attire. All children are asked to wear clothing appropriate for the season and activities at the LEAP Program. All members should wear comfortable clothing and/or sneakers. Sandals and slides are not appropriate for any recreational activities. Hats, Do-Rags, clothing that exposes the midriff are strictly prohibited as well. Any clothing or headgear required for religious or medical reasons is permitted with documentation.

## **Inclement Weather / Emergency Closings**

Since we operate out of TJMS we adhere to the school's policy on inclement weather. This means when the school is closed the program is closed as well. We may also close LEAP for other weather-related emergencies that occur after the school day concludes. You will be notified as soon as a decision is made if program is to be cancelled.

## **Attendance Policy**

For students to benefit from the program, daily attendance and punctuality is required and expected. Attendance is taken when students first arrive as well as in each activity they participate in daily. Additionally, students are expected to participate in all components of the program. If a student exits the school building during the school's dismissal, he/she will not be permitted to attend the program for that day and his/her parents will be notified (student may be suspended from program). To ensure students receive the full experience of the LEAP, students shall not be picked up before 6:05pm. Consistent early pick-ups may lead to suspension and/or removal from program.

If a student is absent, or comes late to program, they must have a note from:

- A parent or guardian (must be accompanied by a parent/ guardian).
- A teacher or school administrator
- A doctor (must be accompanied by a parent/ guardian).

\*This program is offered through a grant that has been awarded to the Boys & Girls Club of Lodi from the New Jersey Department of Education. Student and family participation are an essential factor in retaining the grant

funding. Students are expected to attend the program for a minimum of 30-days. Administrative staff have the right to remove students that have been habitually absent (attending less than 60% of the time) or do not actively participate in the program. Students may be removed from the program without prior notice or phone call. Once removed the parent will receive a letter/email detailing the removal of the child(ren).

## **Parent/Guardian Participation**

Parent/ guardian participation and engagement are an extremely important part of the program. Throughout the year parents/ guardians will be invited to orientation, student showcases, and workshops. These events will provide parents (and families) opportunities to participate in LEAP events. Since parent/guardian participation is an essential part of our grant we ask that parents/guardians make every concerted effort in attending these events.

## **Procedures for Parent Communication**

The Boys & Girls Clubs of Lodi/Hackensack is open for parent/guardian visits. The program encourages parents/guardians to become actively involved in the program. To facilitate communication, the following procedures will be followed:

1. Remind App-to share upcoming events, parent workshops, scheduled Club closings, community resources, etc.
2. A Parent Conference will be conducted between the Club staff and the parent/guardian annually.
3. Less formalized discussions with the Club Director or supervisor in charge are available on a daily basis.
4. Parent Orientation meetings are held periodically. This is open to all program parents and can be found in the program calendar.
5. The Program Director and other staff members will make every reasonable effort to address parent concerns in a timely manner. More serious concerns will be given priority. Your patience and cooperation are appreciated.
6. Parents will be notified immediately in the event of an incident or accident depending on the severity of the situation.
7. Parents/Guardians are expected to provide the Club with recently updated information, especially phone number changes.

We will try our best to use your preferred method for communication; however, we reserve the right to use alternate methods for contacting parents, if needed.

## **Special Needs Care**

Specialized care admission procedures shall include:

1. A written plan of communicating with the child for the duration of the child's enrollment.
2. A copy of your child's IEP, 504 Plan, or behavior plan.
3. A trial attendance period for each child not to exceed three sessions (three program days) to evaluate the appropriateness of the program, adequacy of the physical site, and compatibility of the child with the program.

## Sample Scheduling and programming- Virtual

To provide a full program experience, we will be breaking the students into 2 Groups ( 1 and 2). Each group will be assigned a weekly schedule where they will participate in pre-recorded self-guided classes for one week and Live teacher led Zoom classes for the following week (rotating schedule). By offering programming in this manner we are able to provide more student centered program, since the students will be in smaller groups. This layout will only be used for enrichment activities.

All students will be provided the opportunity to participate in live tutoring (through Zoom) on Tuesdays, Wednesdays, and Thursdays from 3:45pm-4:25pm. Additionally we will provide a drop-in homework help club from 5:05pm-6:05pm everyday for students that need additional assistance with school work.

GROUP 1- Starts live Zoom				GROUP 2- Starts self-guided					
		Group A (15-20 students)	Group B (15-20 students)	Group C (15-20 students)			Group A (15-20 students)	Group B (15-20 students)	Group C (15-20 students)
3:05pm-3:45pm		Art	Baking	Film	3:05pm-3:45pm	Art, Sports, Film			
3:45pm-4:25pm		Tutoring (20 mins Math, 20 mins ELA)	Tutoring (20 mins Math, 20 mins ELA)	Tutoring (20 mins Math, 20 mins ELA)	3:45pm-4:25pm	Tutoring (20 mins Math, 20 mins ELA)	Tutoring (20 mins Math, 20 mins ELA)	Tutoring (20 mins Math, 20 mins ELA)	
4:25pm-5:05pm		Film	Art	Baking	4:25pm-5:05pm	Design, Baking, Sewing			
5:05pm-6:05pm	Homework help- drop-in as needed								

### Groups will rotate each week.

## Sample Scheduling and programming- in-person (schedule subject to change)

	SCHEDULE A	SCHEDULE B
3:05PM-3:45PM	SNACK	GYM/ HOMEWORK
	GYM/ HOMEWORK	SNACK
3:45PM-4:45PM	ACADEMIC HOUR	
4:45PM-5:55PM	ACTIVITIES	
5:55PM-6:05PM	DISMISSAL	

### Homework assistance

Students will be provided time each day to complete their school day assigned homework. We expect students to be responsible for using this time effectively. If we find that students need more time to complete their homework,

we will provide those students with more opportunities to complete their assignments, if they elect to do so through the homework club. However, participation in this homework club is voluntary and in joining this club it will inhibit their participation in the other activities.

## Academic Hour

In collaboration with the school we will provide all students with an academic hour, where school day teachers will work with the students in addressing areas in math and language arts. This will be conducted approximately three days per week.

## Activities/Enrichment

These hands-on activities will provide students opportunities to explore and learn in areas that are not traditionally offered during the school day. These can include Cooking, STEAM, Art, Baking and much more. Students will be provided the opportunity to select these activities periodically.

\*schedule may adjust depending on the program's needs





## **Television Viewing Policy**

The Boys & Girls Club of Lodi provides an activity focused learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. The Club follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children who are enrolled in our LEAP Program, television time is limited to 60 minutes per week and no more than 30 minutes at a time.

Computer use is limited to 15-minute increments per child, except for those who are completing homework, schoolwork, or supervised enrichment activities.

## **Inclement Weather / Emergency Closings**

Our policy on inclement weather is that when Lodi Public schools are closed, LEAP is closed as well. We may also close the LEAP Program for other weather and other related emergencies that occur after the school days conclude. You will be notified as soon as a decision is made.

## **Man Made & Natural Disaster Plan (Earthquake, tornado, hurricane blizzard)**

Children will remain in the building whenever possible. If the Program Director determines that the building must be evacuated, parents/guardians or emergency contacts will be notified to pick up their children. The Youth Development Professionals will stay with the children until a parent/guardian or emergency contact arrives at the site. If it is not possible to remain at the site a note will be posted on the front door explaining the whereabouts of the children and staff.

## **Fire Evacuation**

Fire drills will be administered monthly. During these fire drills children will not be permitted to collect coats, toys, or any other personal items. As part of their orientation to the Club the children will be taught to stop everything they are doing when they hear the fire alarm and meet their teacher immediately at a designated place. Exits, hallways and other evacuation routes will be clear at all times to permit a prompt and safe exit from the building. Regardless of the apparent size of the fire or the amount of smoke, the staff will promptly lead the children out of the building using the closest and safest exit. Staff and children will not stop to take clothing, toys, etc. The Program Director will be the last person to leave the building, after checking the bathrooms, hallways, etc. After the staff and children are assembled at the designated meeting area, the Program Director will check attendance records and account for all children. When and if the Fire Department determines it is safe to re-enter the building, staff will lead the children back into the building.

## **Weapons**

Children possessing a dangerous weapon will not be permitted in the center. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object that by the manner it is used or intended to be used is capable of inflicting bodily harm. In cases that clearly involve a gun or which involve any other weapon used in a threatening manner the police will be called and the child will be subjected to immediate disciplinary procedures including suspension or expulsion from the Club.

## Use of Telephone

Members are not allowed to use the main office telephone except in the case of an emergency. Parents who call and wish to speak to the counselor must wait until the counselor has free time to speak. Staff cannot leave groups to discuss situations with parents.

## Electronic Devices/ Toys

Members are not allowed to bring any electronic devices (Nintendo, iPad, tablets or any other electronic device) from home to the LEAP Program. We recommend all such devices to remain at home. If a member decides to bring a cell phone, they are always to have it on them. Utilizing a cell phone for bullying or having parents talk to another child in the program will result in disciplinary action and loss of cell phone privileges at the program.

## Discipline

The Club uses a system of written incident reports to help children adhere to the rules. The few rules we have will be strictly enforced for the safety of everyone who is attending or working at our Club. If a member is disruptive, disrespectful or abusive to other members or staff they will be disciplined, and an incident report will be written. The Program Director or someone he/she designates will talk to the member to determine if some form of discipline or suspension is necessary. Staff may give the member a verbal warning, give a short "time out" from activities or request a conference with the parent/guardian to discuss the behavior. We will depend heavily on parent/guardian support to help us enforce the rules of the Club, but occasionally we must suspend or expel a member based on the seriousness of the offense, or if a member is too frequently breaking the rules. Parents must pick up their children when a third offense or major offense has occurred.

## Access to the building- Parents

Parents/guardians will not be permitted inside the building, we will have your child called once you arrive. All children must have a permission to walk home slip whether they are pick up by parents/guardians or walk home alone. This is to limit the number of people in/ near the building.

## Social Media-Policy

The Boys & Girls Clubs of Lodi & Hackensack utilizes social media, as many others do, to showcase, promote, and inform our community and member families, of the great things happening within our Club. We understand that issues may arise through our use of social media, and we must take every precaution to ensure that the anonymity and safety of those who are in the photos and videos we post, remain as such. The Boys & Girls Clubs of Lodi & Hackensack ensures that the following policies are in place, and enforced, for all social media posts (**we utilize only Facebook, Twitter, and Instagram**) done by the organization and staff.

### **Boys & Girls Clubs of Lodi ensures that:**

1. The organization will not post any photos or videos of any member without written consent from a parent/guardian, as evident by the organization's media release permission form.
2. The member's full name will NEVER be used in any post unless written consent for that individual photo/video is given from the parent.
3. Once a child has left our licensed program, we will not use any new photos of this member. Only photos/videos of currently enrolled members will be used.
4. Use of social media networking or other websites is strictly prohibited while staff are watching kids.
5. Only designated staff will take pictures or video of members, as directed by the CEO or Marketing Manager.

## **Boys & Girls Clubs of Lodi requests the following from Parents & Staff:**

1. Posting photographs or videos of children other than your own, is strictly prohibited, including but not limited to, photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission. 2. Vulgar or abusive language, disparaging remarks, and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is strictly prohibited. 3. Sharing and commenting on posts made by the organization's social media profiles (i.e. Facebook, Twitter, Instagram) is encouraged and appreciated. However, failing to comply with the regulations of our Social Media Policy in its entirety, is strictly prohibited.

The Boys & Girls Clubs of Lodi & Hackensack will use Social Media (i.e. Facebook, Twitter, Instagram) to further inform parents and guardians of upcoming events, club closures, and more. Be sure to follow us on Facebook, twitter and Instagram, and abide by our organization's Social Media Policy, as it is in place to ensure the safety and confidentiality of all our members.

## **Virtual Programming**

In an effort to continuously serve members during the Club closure due to the COVID-19 Pandemic, the Boys & Girls Club of Lodi's LEAP is providing distance-based Club experiences through which staff will facilitate program activities through various online platforms.

As a virtual program the use of technology, video conferencing, and web-based services are essential to your child's success in the program. We have taken many measures to ensure the privacy and the online safety of your child (our participant) is at the forefront. One measure we are employing is to provide your child with a Boys & Girls Club email address. This email is provided through G Suites services and is user friendly like any other Gmail account. The email will be active for the duration of the program and be deactivated at the conclusion of the summer program. Below we are providing you a list of all the services, and sites, that we will be using during the virtual summer program.

1. **Google Classroom**- Virtual classroom site where students will meet to access class work/resources and interact with other students.

1. Group chats 2. Media sharing (for example, uploading images of artwork or other projects) 3. Activities (baking, design, art, fitness and etc.). 2. **Zoom**\*- Video conferencing service that each activity will use. Two staff will be assigned to each session to provide another layer of supervision. The account we will be using is a business account that has more features than the free zoom account (including added security).

1. Video conferencing 2. Group chats 3. Media sharing (for example, uploading images of artwork or other projects) 4. Activities (baking, design, art, fitness and etc.). 3. **WeVideo**- Cloud based video uploading, and editing, program. Students will also be able to download a WeVideo 4. There may be another site/ service that we use. You will be notified one week prior starting.

If for some reason you (the parent/guardian) do not want your child to use any of the listed services you must provide the LEAP administration with written notice indicating which service(s) you do not want your child to participate in. After receipt we will determine what accommodations can be made. If it is determined that the child not using the site/service is detrimental to the child's participation in the program, we may recommend that the child is removed.

*\*Please be aware that Zoom collects information about its users and has its own privacy terms and conditions to which members must adhere. Please review Zoom's privacy terms and conditions carefully before registering your*

member: <http://zoom.us/terms> and <http://zoom.us/privacy>.

In order to participate in Virtual summer program, you will need to provide the student with the following:

- A computer/Chromebook, cell phone, or tablet with internet access.
- A quiet space for the students to focus as they participate in a distance-based program.
- Registration on any third-party services that the program is using.

## **Virtual Program Discipline Guidelines**

The Club uses a system of written incident reports to help children adhere to the rules. The rules we have will be strictly enforced for the safety of everyone who is attending our virtual program or working at our Club. If a member is disruptive, disrespectful, or abusive to other members or staff they will be disciplined, and an incident report will be written. The Program Director or someone he/she designates will talk to the member to determine if some form of discipline or suspension is necessary. Staff may give the member a verbal warning, give a short “time out” from activities or request a conference with the parent/guardian to discuss the behavior. We will depend heavily on parent/guardian support to help us enforce the rules of the Club, but occasionally we must suspend or expel a member based on the seriousness of the offense, or if a member is too frequently breaking the rules. Parents will be notified when a third offense or major offense has occurred.

## **Chromebook-Usage Policy for loaned devices (sections 1-7)**

The parents of LEAP Virtual program students have the option of borrowing a Chromebook for use in the LEAP virtual summer program. This section provides students, and their parents/guardians, with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. Students and their parents/guardians are reminded that use of any borrowed technology is a privilege and not a right and that everything done on any BGCL owned Chromebook, network, or electronic communication device may be monitored by BGCL authorities.

### **1. Chromebook- ownership for borrowed devices**

Boys & Girls Club of Lodi- LEAP retains sole right of possession of any Chromebook that is borrowed for use in the virtual summer program. The Chromebooks are loaned to the students for virtual program participation purposes only. All Chromebooks will be collected/returned at the end of the virtual program. The Boys & Girls Club of Lodi- LEAP administrative staff retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### **2. Responsibility**

Students and Parents must adhere to the following:

- Students and Parents must sign the LEAP Student Chromebook Loan Agreement. (*this is done prior to receiving the device*)
- Students must use their Chromebook every day for the virtual summer program, and make sure it is fully charged.
- Students/ parents must treat their device with care and never leave it in an unsecured location.
- Students/parents must keep their device in the provided protective case when traveling.
- Students/parents must promptly report any problems with their Chromebook to the LEAP Director or Site

Coordinator.

- Students/parents may not remove or interfere with the serial number and other identification tags.
- Students/parents may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students/parents may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by LEAP.
- Students/parents must keep their device clean. (do not clean with any products only water on a paper towel)

### 3. Responsibility for electronic data.

The students are solely responsible for any apps, or extensions, on their Chromebooks that are not installed by a member of the Boys & Girls Club of Lodi's LEAP staff. Students are responsible for backing up their data to protect from loss. Users of Boys & Girls Club of Lodi's LEAP Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, LEAP network, or any Leap issued applications, and are given no guarantees that data will be retained or destroyed.

### 4. Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene. 2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources. 3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, racist or inappropriate websites. I will not abuse my rights of access and I will not enter other people's private spaces or areas. 4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and will not visit sites that are degrading, racist or inappropriate. 5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. 6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will act with integrity.

### 5. Copyright and file sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against LEAP policy.

### 6. Inoperable Chromebook

If a student's Chromebook is inoperable, LEAP has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. If it is determined that the device is faulty or inoperable because of a manufacturer defect we will provide the student with a new device.

## 7. Warranty and Insurance

If the unit is defective or faulty, we will defer to the manufacturer's warranty for repair. Repair costs associated with damage(s) deemed as willful abuse or neglect will be the responsibility of the student/parent. The Boys & Girls Club of Lodi- LEAP will make its best attempt to send the Chromebook for repair in the most cost-effective manner. Loss or theft of the device is also the student/parent's responsibility and will require the parent to pay the full amount of the borrowed Chromebook and accessories.

### **LEAP Code of Conduct & Discipline Policy**

The Boys & Girls Club of Lodi's Leap definition of discipline is "to hold youth accountable for their behavior and help members solve problems and gain a greater understanding about the consequences of their actions, but not as punishment or control."

#### **In order for us to be most effective in providing positive guidance and discipline Club staff will:**

- ✓ Work to build supportive relationships built on trust and understanding with all Club members
- ✓ Welcome and greet all members by name as they enter the Program
- ✓ Spend quality time with members.
- ✓ All communication signals, both verbal and nonverbal, will be caring, affectionate and warm.
- ✓ Staff will commit to participating actively with members through fun structured programs and activities
- ✓ Club staff will be a positive role model for youth during program hours.
- ✓ Be attentive and listen to members when situations occur and work towards an understanding.
- ✓ Set high expectations for every member to model positive behavior.
- ✓ Club staff will work collaboratively to develop strategies for helping youth who are experiencing challenges.

Our positive discipline program is designed to teach young people to become responsible, respectful and resourceful citizens. It is based on the premise that "discipline must be taught, and that discipline teaches." It aims at developing mutually respectful relationships and requires Club staff to employ kindness and firmness at the same time, and to be neither punitive nor permissive. Holding youth responsible is very important in our positive discipline premise. We will hold all youth accountable for their behavior to help them learn self-discipline and in turn self-awareness.

#### **When the need to discipline a child arises Club staff will work with members to:**

**Recognize** that they did something they weren't supposed to do.

**Reconcile** by apologizing to all affected parties and finally.

**Resolve** the issue by sticking to the established agreement so that it does not happen again.

Discipline is a positive way to teach youth self-discipline and confidence. Positive discipline is concerned with how a member is behaving in the present and how positively they will behave in the future. Its success depends on youth understanding what is expected and is appropriate for them to do, which implies that members must understand limits and boundaries, including Club rules and codes of conduct. This also implies that they understand the consequences for violations of rules.

**NON-NEGOTIABLE RULES:**

- 1. ACTS OF PHYSICAL AGGRESSION TOWARDS SELF, OTHERS AND STAFF.**
- 2. PURPOSEFUL DESTRUCTION OF CLUB OR SCHOOL PROPERTY.**
- 3. BULLYING OF ANY KIND.**

**Disciplinary Actions**

**Minor offenses include:**

- Having inappropriate items.
- Interrupting or interfering with the work of others (disruptive talking, pestering etc.).
- Making rude or disrespectful comments to other members.
- Minor or major in nature inappropriate behavior towards staff.
- Engaging in any other disrespectful or disruptive behavior which is relatively minor in nature
- Inappropriate display of affection.
- Wearing hats, foul language, running inside the building, repeating infractions based on policies / guidelines

**Consequences (Minor)**

**First Offense**

1. Private conversation with member, verbal warning and explanation of offense
2. Write up – Incident Report

**Second Offense**

1. Write up – Incident Report
2. Private conversation with member (2<sup>nd</sup> verbal warning)
3. Private phone call or meeting

**Members Code of Conduct**

- I WILL BE RESPECTFUL OF OTHER MEMBERS, VOLUNTEERS AND GUESTS.
- I WILL BE RESPECTFUL TO ALL STAFF.
- I WILL WORK TO TAKE CARE OF CLUB/SCHOOL PROPERTY AND OTHER MEMBERS' PROPERTY.
- I WILL NOT BRING, CREATE OR IMITATE WEAPONS AT THE CLUB: GUN, KNIVES, WEAPONS OF ANY KIND.
- I WILL FOLLOW ALL GUIDELINES SET BY THE BOYS & GIRLS CLUBS OF LODI & HACKENSACK.

**Department of Children and Families**  
**Office of Licensing**

**INFORMATION TO PARENTS**  
**OOL/Information to Parents/May 2019**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.



Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

### **10:122-6.5 Policy on the release of children**

(a) The center shall maintain on file and follow a written policy on the release of Children, which shall include:

1. The provision that each child may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an Emergency if the parent(s) cannot be reached;
2. The provision that, if a particular non-custodial parent has been denied access, or granted limited access to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order;
3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:
  - i. The child is supervised at all times;
  - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
  - iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and
4. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

- i. The child shall not be released to such an impaired individual;
- ii. Staff members attempt to contact the child's other parent or an Alternative person(s) authorized by the parent(s); and
- iii. If the center is unable to make alternative arrangements, as noted
  - (a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

### **10:122-6.6 Discipline**

- (a) The methods of guidance and discipline used shall:
  - 1. Be positive;
  - 2. Be consistent with the age and developmental needs of the children; and
  - 3. Lead to the child's ability to develop and maintain self-control.
- (b) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.
- (c) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.
- (d) The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:
  - 1. Reflect the provisions specified in (a) through (c) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc.);
  - 2. Be distributed to every staff member; and
  - 3. Be posted in a prominent location within the center.
- (e) The center shall secure and maintain on file each staff member's signature, attesting to receipt of the policy on the disciplining of children by staff members.
- (f) For school-age childcare programs, the following shall apply:
  - 1. The center shall permit children to participate in the development of the discipline rules and procedures; or
  - 2. The center shall establish procedures to ensure that children are aware of the children

### **3A:52-7.1 Illnesses and communicable diseases**

- (a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness, or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of N.J.A.C. 3A:52-8.
- (b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:
  - 1. Confined to home under a health care provider's immediate care; or
  - 2. Admitted to a hospital for medical care and treatment.
- (c) The following provisions relate to illness or symptoms of illness:
  - 1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c)1i through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:
    - i. Severe pain or discomfort;
    - ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
    - iii. Two or more episodes of acute vomiting within a period of 24 hours;

- iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- v. Lethargy that is more than expected tiredness;
- vi. Yellow eyes or jaundiced skin; vii. Red eyes with discharge;
- viii. Infected, untreated skin patches;
- ix. Difficult rapid breathing or severe coughing;
- x. Skin rashes in conjunction with fever or behavior changes;
- xi. Weeping or bleeding skin lesions that have not been treated by a health care provider; xii. Mouth sores with drooling; or
- xiii. Stiff neck.

2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 3A:52-5.3(q)4, until:

- i. He or she can be taken from the center; or 68
- ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

4. The center may exclude a child whose illness prevents the child from participating comfortably in activities or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as set forth in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, revised July 2011, and available at [http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf), incorporated herein by reference, as amended and supplemented, to be admitted to or remain at the center, until:

- i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
- ii. The center has contacted the Communicable Disease Program in the State Department of Health, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

## **Boys & Girls Clubs of Lodi Leap**

### **Medication Administration Policy & Procedures**

**Purpose:** This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the administering of medication to the child who requires medication to be provided during the time the child is in childcare.

**Intent:** Assuring the health and safety of all children in our Clubs/Programs is a team effort by the childcare provider, family and health care provider. This is particularly true when medication is necessary for the child's participation in childcare. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

### **GUIDING PRINCIPLES AND PROCEDURES**

1. Whenever possible, it is best that medication be given at home. Dosing of medication can be done so that the child receives medication prior to coming to childcare, and again when returning home or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to give medication in childcare" form is attached to this policy and will hereafter be referred to as permission form. All information on the permission form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.
5. Medications given in the center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:

➤ Prescription medication must have the original pharmacist label, that includes the pharmacist's name, phone number, child's full name, name of health care provider prescribing medication, name and expiration date of the medication, the date it was prescribed or updated, dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.

➤ Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency and any special instructions for administration and storage, and expiration date must be clearly visible.

➤ Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being given in the childcare center.

7. Examples of over the counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants
- Topical ointments such as sunscreen

8. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control
- A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. For the child who receives a medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of these forms are attached to this policy and include:

- Permission to give medication in childcare
- Universal child health record
- Emergency contact sheet
- Medication administration log

12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and picked up from the center. Parents/Guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. Parent/Guardian will sign all necessary medication related forms that require their signature, and particularly in the case of an emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director's designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or the Director designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

16. Parent/Guardian will read and have an opportunity to discuss the content of this policy with the Director or the Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signature page for this policy including single copies of the records referenced in this policy.

### **COVID 19 Policies and Procedures**

#### **Policy Regarding Temporary Isolation and Treatment of Sick or Injured Child and/or Staff Members (Non-COVID related)**

Once a child shows signs of illness or injury the Program Director or Site Coordinator will assess the matter and move the child to a separate area and isolate him/her from the rest of the students. At that time a determination will be made if parents need to be notified or if an ambulance needs to be called based on severity of symptoms or injury. An accident/incident report will be completed by the Program Director or Site Coordinator and recorded in our online member management system.

#### **Policy Regarding Child and/or Staff with COVID-19 Symptoms**

All staff and children must be screened and have their body temperatures taken prior to entry into Thomas Jefferson Middle School Leap Afterschool Program. If any child (or anyone in their households) or staff member (or anyone in their households), exhibits any COVID-19 related symptoms, then the child, or staff member, will not be permitted to participate in the afterschool program.

If a medical professional determines that the Child/staff has contracted COVID-19 the following must be followed. In order to return to the Leap afterschool, the student and/or staff member must produce two (2) negative COVID-19 test results and have followed CDC recommended isolation period. 22

### **Policy Regarding Traveling outside the state**

All Staff and parents will be screened and asked if they have traveled to any other state or country. If anyone from their household has traveled to any states with significant community spread of COVID-19 to quarantine for a 14-day period from the time of last contact within the identified state. Upon returning Staff and Child's household must self-quarantine for 14 days before returning to the club.

In order to return to the club, the club member and/or staff member must produce two (2) negative COVID-19 test results and have followed CDC recommended isolation period.

### **Bathroom Usage Plan**

Every "group" will have a designated time slot where they will take their group to use the restroom. Two students per group will be allowed in the bathroom at once.



### **DISCIPLINE POLICY:**

It is the philosophy of this program to help children grow emotionally as well as intellectually. To help children succeed, feel good and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

Within our program, limits and rules are clearly defined. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Club consists of the following:

1. Redirection of activities: to change the focus of a child's behavior
2. Individualized attention: to help the child to deal with a particular situation
3. Time-Out: the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. Time out shall be used as a last resort in disciplining any child that is misbehaving.
4. Attention to good behavior: to respond and to reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.
5. Discipline will not involve isolating a child without supervision, or without holding food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that would intimidate, frighten or endanger a child or his/her self-image

### **EXPULSION POLICY:**

Unfortunately, there are some situations in which we have to expel a child from our program either on a short term or permanent basis. We want to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this program.

#### **Immediate causes for expulsion:**

- The child is at risk of causing serious injury to other children or him/herself

- Parent threatens physical or intimidating actions towards staff members
- Parent exhibits verbal abuse to staff in front of enrolled children

**Child’s Actions for Expulsion:**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums / angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Biting

**Schedule of Expulsion**

If after the remedial actions above have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent’s behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child’s behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent/guardian will be informed about the expected changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (up to two weeks’ notice depending on risk to other children’s welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**GUIDANCE & DISCIPLINE POLICY**

- All members must check in at the Main Office. No child will be allowed to leave the building without a parent or guardian signing them out or unless otherwise noted by the completed permission to walk home.
- The LEAP Program follows a “zero tolerance” policy for the following actions: profanity, fighting, theft, damage to equipment and sexual harassment. These actions will result in suspension or permanent expulsion.
- Use of business/school phones are prohibited.
- All food and drinks must be consumed in a designated area; trash should be put in the waste bins. Persistent offenders will face possible suspension. Food or drink in the gymnasium or auditorium is strictly prohibited.
- Gum chewing is not permitted in the program.
- Boys & Girls Club staff are not available to supervise youth either before or after announced program hours.
- Personal items (regardless of value) should be left at home. The Boys & Girls Club is not responsible for the personal items of youth attending the program.
- For safety reasons, members must remain in areas where staff members are present. Participants are not allowed in unauthorized areas for any reason.
- Club members are not allowed in any office area unless told by Club staff.



- Hats, caps, beanies, bandanas, or any head covering item cannot be worn while inside the program unless for specific purposes (religion or health reasons)
- All members must treat staff, fellow participants, guests and adults with respect. Youth should inform staff when others are mistreating them.
- Everyone should be careful when using all equipment.
- Youth and their parents may be held financially responsible for the replacement of damaged equipment.

### **Parent/ Guardian Acknowledgement of Handbook and policies**

**Click here to complete the Parent Handbook Acknowledgement form  
(this is mandatory for all students).**